



METROPOLITAN
TRANSPORTATION
COMMISSION

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Jon Rubin, Chair
San Francisco Mayor's Appointee

Tom Ammiano
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Tom Azumbrado
U.S. Department of Housing
and Urban Development

Tom Bates
Cities of Alameda County

Bob Blanchard
Sonoma County and Cities

Dean Chu
Cities of Santa Clara County

Dave Cortese
Association of Bay Area Governments

Bill Dodd
Napa County and Cities

Dorene M. Giacopini
U.S. Department of Transportation

Federal D. Glover
Contra Costa County

Scott Haggerty
Alameda County

Anne W. Halsted
San Francisco Bay Conservation
and Development Commission

Steve Kinsey
Marin County and Cities

Sue Lempert
Cities of San Mateo County

Bijan Sartipi
State Business, Transportation
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James P. Spering
Solano County and Cities

Adrienne J. Tissier
San Mateo County

Ken Yeager
Santa Clara County

Amy Worth
Cities of Contra Costa County

Steve Heminger
Executive Director

Ann Flemer
Deputy Executive Director, Operations

Andrew Fremier
Deputy Executive Director,
Bay Area Toll Authority

Therese W. McMillan
Deputy Executive Director, Policy

ADMINISTRATION COMMITTEE

February 14, 2007
MINUTES

Attendance

Chairperson Dodd called the meeting to order at 11:05 a.m. Other Commissioners present were: Ammiano, Bates, Blanchard, Chu, Cortese, Giacopini, Glover, Haggerty, Halsted, Lempert, Rubin, Sartipi, Spering, Tissier, Worth, and Yeager.

CONSENT

Minutes

The Committee received and approved as written the meeting minutes of January 10, 2007.

Contract Amendment – Elmwood Consulting

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Elmwood Consulting, Inc. in an amount not to exceed \$50,000 for meeting facilitation services to help MTC follow up on the Transportation 2030 Plan's "Calls to Action."

Purchase Order – High School Internship, Agency Support: Paradigm Staffing Solutions

The Committee authorized the Executive Director or his designee to issue a purchase order to Paradigm Staffing Solutions in an amount not to exceed \$65,000 (for 2007) to serve as the employment agency that will assist with the temporary hiring of high school students selected to participate in MTC's Summer Internship Program.

Contract Amendment – Transit Passenger Demographic Survey: Godbe Corporation

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Godbe Research in an amount not to exceed \$45,000 to expand the routes and times sampled for the transit demographic survey.

MONTHLY FINANCIAL STATEMENTS

The Committee accepted in writing the following monthly financial reports for the month of December: Operating Income for December 2006; Report of Operating Expenditures for FY 2005-06 through December 2006; Report of Capital Projects for FY 2005-06 through December 2006; FY 2005-06 Contract Services Disbursement Report for December 2006.

For the month of December 2006, the monthly financial report listed three contracts executed by the Executive Director in the amount of \$100,000 and under, and nine purchase orders executed by the Executive Director between \$2,500 and \$55,000.

The Committee reviewed a comparison between budget and actual revenue and expenditures through December 2006.

INVESTMENT REPORT

The Committee accepted for information the Investment Reports for the month of December 2006.

BUSINESS MEETING EXPENSES

Steve Heminger, Executive Director, reported there are no anticipated expenses to report for the month of February.

OTHER BUSINESS/PUBLIC COMMENT

RFP for Selection of Auditors

Brian Mayhew, Chief Financial Officer, informed the committee of the upcoming bid for the annual outside independent audit and that commissioner volunteers will be needed to sit on a selection committee for the selection of auditors. Volunteers will be requested at a future meeting. Mr. Mayhew further reported that in the past auditors were limited to a five-year term. However, this is not mandated in the accounting Best Practices guide and with the concurrence of the committee, the RFP will be sent to all qualified auditors. The committee indicated its concurrence.

ADJOURNMENT/NEXT MEETING

There being no further business or public comment, the meeting was adjourned at 11:12 a.m. The next Committee meeting will be on March 7, 2007 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.